

The City of Stockton invites your interest for the position of

ACCOUNTING MANAGER

ADMINISTRATIVE SERVICES DEPARTMENT



Annual Salary
Up to \$135,240*

*Depending on Qualifications

Administrative Services Department

The Administrative Services Department provides vital systems and services administered through five divisions: Administration, Budget, Financial and Accounting Operations, Debt and Treasury, and Revenue Services (including Utility Billing).

The department provides a variety of services to the public and City departments, including:

- Direction for City financial planning efforts
- Revenue generation: billing, collecting, investing and disbursing all funds
- Reports on accounting and financial activities
- Utility Billing
- Refund Requests
- City Taxes, Utility Users Tax, Business License Tax, TOT, TBID
- Accounts Receivable, including: Animal License, Parking Citations, City Fees
- Coordination of City's procurement activities
- City Fiscal Policies: Land Secured, CIP Debt Financing, Investments, Municipal Utilities Department Reserve, and General Fund Reserve
- Payroll and Accounts Payable
- Debt/Investment/Cash Management

The Community

Stockton is the 13th largest city in California with a diverse population exceeding 320,000. In addition to receiving All-America City status in 1999, 2004, 2015, 2017, and 2018, Stockton was recently named by U.S. News and World Report as the 12th best place to live in California. Truth in Accounting ranked Stockton as the 4th most fiscally healthy large city in the country in 2021. For additional information about our community, please visit www.VisitStockton.org.

Our waterfront location makes Stockton a popular destination for recreation and entertainment, with miles of waterways for water skiing, boating, fishing, and other water activities. With a year-round climate that welcomes outdoor activities, residents and visitors have an opportunity to enjoy the City's 66 neighborhood and regional parks and amenities.

Downtown, the historic Bob Hope (Fox) Theatre hosts live performances, the waterfront Stockton Arena is home to Calgary Flames professional ice hockey affiliate, the Stockton Heat, and Banner Island Ballpark is home to the Stockton Ports, a single-A, minor league baseball team.

Four school districts offer K-12 educational opportunities within the community. Parents and students can also choose from a variety of private and charter schools. Higher education options include the University of the Pacific, California State University, Stanislaus (Stockton Campus), San Joaquin Delta Community College, Humphreys College and School of Law, as well as a variety of other private and vocational schools. With its central location, unique neighborhoods and housing options, and emerging economy, Stockton has become one of the premier communities in the San Joaquin Valley and a very desirable place to live, work and raise a family.

The Position

This is an at-will position in which incumbents are responsible for municipal accounting procedures and records in the areas of accounts payable, revenue, general ledger, accounting for grant programs, encumbrances, expenditures, appropriations, managing the month-end and fiscal year-end processes, managing the annual audit, general debt obligations, revenue bond and sale/lease financial records. The incumbent performs accounting and analysis work of a complex nature to ensure accurate reporting of the City's financial position and assess and resolve financial and accounting procedural problems, in addition to supervising professional accounting and related support staff. This position represents the City in professional accounting services and reporting to departments, auditors, federal, state and local agencies, as well as the public.

Ideal Candidate

The ideal candidate is a proven leader of professional accounting staff in the delivery of accurate and timely financial activities. This person should possess extensive experience in implementing and administering applicable government accounting standards and pronouncements. Additionally, the candidate should be able to distill complex financial concepts into understandable terms, maintain functional aspects of a financial computer system, provide accurate financial reports, place the highest value on community needs and ethical standards, and enjoy working in a close-knit team environment. This position depends heavily on the ability to develop trusting personal relationships between department staff and community members.

Administrative Services

Mission Statement

To provide financial, administrative and technical support to residents, business partners, decision makers and other City departments; and to safeguard and facilitate the optimal use of City resources for strategic financial planning.



Principal Duties

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Accounting unit; directs the preparation and administration of the unit's budget.
- Plans, organizes, assigns, directs, reviews and evaluates the work of assigned staff; selects staff and provides for their training and professional development; interprets City policies and procedures to employees; is responsible for morale, productivity and discipline of unit staff.
- Confers with and advises City staff regarding accounting, financial and technical procedures and municipal finance requirements.
- Directs the preparation, maintenance, verification and reconciliation of a wide variety of accounting reports, invoices, records, statements and data processing input/output.
- Develops, reviews and recommends improved accounting methods and procedures; directs the implementation of new financial systems.
- Assists various federal, state and private auditors in the audit of the City's financial records.
- Interprets and applies legal and administrative concepts to various accounting functions.
- Coordinates work activities with other unit staff to ensure proper interface of accounting transactions and adjustments.
- Maintains current knowledge of legislation affecting City accounting practices and procedures and implements revised procedures as required; performs internal audits and analysis of control systems.
- Prepares a variety of complex analytical, statistical and narrative reports and correspondence required by City administration and federal, state and private agencies.
- Prepares and publishes the City's Annual Comprehensive Financial Report.
- Directs the City's investments.
- Manages the City's banking relationship and services.
- Administers the City's debt service and bonded programs.



Minimum Qualifications

Equivalent to graduation from a four-year college or university with major course work in accounting, finance, business administration, or a closely related field, and two years of lead or supervisory experience over a general accounting function. Experience in a public agency or governmental setting is desirable.

Other Requirements:

Specified positions may require possession of a valid California Class C driver's license.

Compensation and Benefits

The annual salary range for the Accounting Manager position is \$105,975.00 - \$135,240.36 depending on qualifications.

Benefits* include, but are not limited to:

- Retirement: California Public Employees' Retirement System (CalPERS) with a 2% @ 62 formula for employees new to CalPERS. Employees considered "classic" members receive 2% @ 60 benefit formula.
- Vacation: 120 hours of vacation per year.
- Health Benefits: The City pays a significant portion of the premium for medical/hospitalization, dental/orthodontia, vision, and prescription coverage for employees and dependents, and offers a choice of four plans.
- Holidays: 12 fixed and 2 floating per year.
- Sick Leave: 96 hours per year.
- Deferred Compensation: A deferred compensation plan is available at the employee's option.
- Section 125 (Flexible Spending Account): Employees may participate on a pre-tax basis for day care and medical expense reimbursement.
- Life Insurance: Policy value of \$50,000.
- Work Schedule: A City of Stockton 9/80 work schedule - 7:30am to 5:30pm, Mondays through Thursdays; 8:00am to 5:00pm on Fridays, with alternating Fridays off.

*Please visit our website for a complete list of benefits offered by the City of Stockton.

This position is Exempt from FLSA (Fair Labor and Standards Act) and does not qualify for overtime compensation and is subject to Fair Political Practices Commission (FPPC) annual filing requirements. Please see the FPPC website, www.fppc.ca.gov, for more information.

The Process

This is an At-Will position (unclassified/unrepresented). Only those applicants who best fit the needs of the City will be considered for this career opportunity. Applicants who fail to complete the online application, supplemental questions, and provide proof of education, resume and cover letter by the closing date will be subject to rejection. The most qualified applicants will be referred to the hiring department.

If you are interested in pursuing this new and challenging career opportunity, please visit our website to apply online at:

www.stocktonca.gov/jobs

Final Filing date: February 18, 2022; 5:00 p.m.

THE CITY OF STOCKTON IS AN EQUAL OPPORTUNITY EMPLOYER